2021-22

PENN COLLEGE® NOW

STUDENT HANDBOOK

FUTURE MADE BY HAND

WELCOME

to Penn College NOW!

Congratulations on your decision to take Penn College NOW dual enrollment coursework! The information below is intended to provide you with some general information about Penn College NOW and its policies and procedures.

Penn College NOW gives you the chance to earn Pennsylvania College of Technology credits while in high school. **Penn College NOW courses are actual Penn College courses,** taught at your high school or career and technology center (CTC) by your teachers. Most importantly, Penn College NOW courses cost nothing. Sometimes you might need to pay for books or materials, but it's much less than the cost of a typical college course.

Students who successfully complete Penn College NOW courses **earn Pennsylvania College of Technology credits.** At Penn College, students only pay for the number of credits they take. That means that every Penn College NOW credit earned in high school is like a $587 scholarship to Penn College. And that adds up. Earning three credits saves you over $1,700 in tuition at Penn College!

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Penn College NOW courses benefit you by:

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SAVING YOU TIME AND MONEY

The more Penn College NOW courses you take—at no tuition cost to you—the less money you'll spend once it's time to earn a degree after high school. Even better, you'll spend less time earning a degree at Penn College if you have already taken some of the coursework through Penn College NOW.

PUSHING YOU TO EXCEL IN CHALLENGING COURSES IN A VARIETY OF AREAS

You can take and succeed at college coursework in your high school or CTC environment, where you're comfortable and supported.

CONNECTING YOU TO "THE COLLEGE EXPERIENCE"

You'll have exclusive opportunities to visit our campus, see our facilities, and meet our college faculty at Penn College NOW campus events.

BUILDING CONFIDENCE IN YOUR ABILITIES, NO MATTER YOUR STRENGTHS

Regardless of what you plan to do after graduation, if you have already shown success in college courses, you will be more competitive in both the job market and the college admissions process. Success in challenging coursework builds confidence as well as skills.

INCREASING YOUR ODDS OF SUCCESS IN COLLEGE

No matter which major or degree you choose, if you have already been successful in college courses and are familiar with a college campus before entering college, you're more likely to stay in college once you enroll after graduation. And you're more likely to complete your chosen degree.

In order to be eligible for Penn College NOW courses, you **must** attend one of our partner high schools or CTCs, and must:

— ◇ Be a student in 11th or 12th grade.

Only the courses below allow 10th grade students:

◇ ACR111: Introduction to Refrigeration

◇ BCT103: Construction Hand and Power Tools

◇ CAD122: 3D Parametric Modeling

◇ CHM100: Fundamentals of Chemistry

◇ EET124: Engineering, Technology, and Society

◇ MGT105: Introduction to Business

◇ PPT115: The Plastics Industry

◇ WEL114: Shielded Metal Arc I

◇ WEL116: Shielded Metal Arc II

— ◇ Complete the free Penn College NOW application through your high school or CTC.

— ◇ Meet academic qualifications, like minimum GPA requirements, mathematics and/or English placement testing. Check with a Penn College NOW teacher or your school counselor for more info on specific requirements.

Please note that your high school or CTC may have additional eligibility requirements for participation in Penn College NOW. Check with your school or CTC to find out.

See the complete list of partners at pct.edu/now.

If you're a Penn College NOW student, you ARE a Penn College student.

As a student taking Penn College NOW courses, you're taking college coursework for college credit. You're given a Penn College student identification number, system username, and system password.

And as a Penn College student, there are some things you need to know.

YOUR ATTENDANCE IS EXTREMELY IMPORTANT. Being present and prepared in your classroom or lab will increase your chance for success in every course. This is especially true when it comes to Penn College NOW coursework. Be aware that **excessive absences, even if excused, may result in your removal** from the program.

PENN COLLEGE NOW COURSES ARE ACTUAL PENNSYLVANIA COLLEGE OF TECHNOLOGY COURSES, offered to high school students. What you get at your high school or CTC in a Penn College NOW course is what an on-campus student at Penn College receives as well.

THE FINAL EXAM FOR YOUR PENN COLLEGE NOW COURSE IS THE SAME FINAL USED AT PENN COLLEGE FOR THAT COURSE. Often, your other exams and projects will be the same, too.

- ◇ Because your secondary teacher can add things like homework and participation to your high school or CTC grade on your report card (which are not included in a Penn College course grade), **your school or CTC grade is usually different than your Penn College NOW final course grade** (which can only be made up of exams, projects, etc. that are listed on the Penn College course syllabus).

- ◇ Your high school or CTC grade is usually different than your Penn College NOW course grade. This is because your secondary teacher may factor homework and participation into your grade while only exams and projects listed on the Penn College course syllabus are part of your Penn College NOW grade.

- ◇ Your Penn College NOW credits will appear on your Penn College transcript. **Every Penn College NOW course counts toward at least one Penn College degree.** Should you choose not to attend Penn College after graduation, you can contact your college/university to check on transferring your Penn College credits.

AN "F" OR A "W" IN A PENN COLLEGE NOW COURSE IS AN "F" OR "W" ON AN OFFICIAL COLLEGE TRANSCRIPT! Fs and Ws can affect your GPA and your ability to get financial aid once you enroll in college after high school.

SCHOLARSHIPS

Students who plan to attend Penn College after graduation are eligible for Penn College NOW scholarships in the amounts of **$1,000** (10 available) and **$4,000** (one available, renewable up to four years).

Students must meet the following minimum qualifications:

- ◇ Complete at least one Penn College NOW course (of any credit value) with a minimum GPA of 3.0 in the course.

- ◇ Enroll in Penn College as a full-time freshman student, for the fall semester after high school graduation.

- ◇ As an enrolled student at Penn College, maintain a minimum 2.5 cumulative GPA.

- ◇ Complete the essay in the Penn College scholarship application.

Penn College NOW is proud to partner with the First Community Foundation Partnership of PA to offer an additional scholarship in the amount of **$3,000**, sponsored by the Ben Franklin Trust Fund.

Students must meet the following minimum qualifications:

- ◇ Currently enrolled as a high school student in a career and technical education program located in Bradford, Clinton, Lycoming, Potter, Sullivan, or Tioga county.

- ◇ Possess a high school cumulative GPA of a "B" or higher.

- ◇ Submit the essay within the Penn College scholarship application.

- ◇ Enroll in Penn College as a full-time student in the fall semester after high school graduation.

Penn College is proud to offer the Career & Technical Education Student Scholarship, which is a **$2,000** yearly renewable award.

Successful applicants must meet the following minimum qualifications:

———◇ Be a Pennsylvania resident.

———◇ Enroll as a first-time, full-time student.

———◇ Have completed a minimum of one year (or 360 hours) in a Pennsylvania Department of Education approved Career and Technical Education (CTE) program.

———◇ Earn a 2.0 cumulative GPA for all CTE completed coursework.

———◇ Submit the Penn College Scholarship Application..

———◇ Submit final, official CTC/CTE transcript to the Admissions Office.

Students must complete the following steps by **April 14 of their senior year** in order to be considered for any of the above scholarships:

———◇ Complete an application to Penn College for Fall 2022 enrollment.

———◇ Meet College placement testing requirements (e.g. take College placement tests in math and English, submit valid SAT scores, and/or submit coursework from another college).

———◇ Confirm intent to enroll and make the tuition deposit.

———◇ Complete the Penn College scholarship application.

◇ Write the required essay. Use spellcheck, grammar check, and have someone proofread for errors.

◇ Note that one application covers every scholarship at Penn College, so completing it puts a student in the running for every scholarship for which they are eligible (including, but not limited to, all scholarships above).

———◇ Complete the FAFSA.

Students must complete the **Penn College Scholarship Application** in order to be considered for any scholarship (pct.edu/scholarships).

TECHNICAL SUPPORT

If you need assistance to retrieve your Penn College username and password, please call the IT Service Desk at 570.329.4848, Monday–Friday, 8 a.m.–4:30 p.m. (office closes at 1 p.m. on summer Fridays).

ACCEPTABLE USE OF TECHNOLOGY

You will receive a Penn College ID number, username, and password for use of our Student Information System (SIS) and online resources. With that access comes responsibility to use those resources properly and for their intended purpose. The Pennsylvania College of Technology Acceptable Use Policy states, in part, that students may not:

- ◇ Give or publish a password, identifying code, personal identification number or other confidential information about a computer, computer system, network or email account, database, or any other College IT resource.

- ◇ Use any College IT resource for commercial, political, or illegal purposes; personal financial gain; or harassment of any kind.

- ◇ Display obscene, lewd, or otherwise offensive images or text.

- ◇ Gain access by using another person's name, password, access codes, or personal identification.

- ◇ Attempt (even if unsuccessful) to gain unauthorized access by circumventing system security, uncovering security loopholes, or guessing passwords/access codes.

- ◇ To view the full Information Technology Acceptable Use Policy, visit pct.edu/acceptable-use.

  PLEASE NOTE: A student who participates in these behaviors will be **immediately terminated from the Penn College NOW program,** may be prohibited from enrolling in future years, and **will be subject to grades of "F" or "W"** on their Pennsylvania College of Technology transcript.

Pennsylvania College of Technology takes academic dishonesty very seriously. See below for an explanation of some key terms, according to Penn College policy.

— ◇ **Academic Dishonesty:** deceptive behavior or actions with regard to data, records, submitted works, exams, or other materials related to participation in a course or other academic exercise; these actions include, but are not limited to, cheating, plagiarism, multiple submissions, misrepresentation of academic records, falsification of any course related documents, facilitation of academic dishonesty by others, unfair advantage, violation of known safety requirements and ethical misconduct.

— ◇ **Cheating:** using or attempting to use unauthorized assistance (e.g., asking someone for an answer during a test, copying answers from another student's test, etc.), using unauthorized study aids during an exam (e.g., "cheat sheets" or books/notes), or submitting the work of another as one's own.

— ◇ **Plagiarism:** using the idea, data, or language of another without specific or proper acknowledgment.

— ◇ **Multiple submission:** submitting (or attempting to submit), without prior permission of the current faculty member, any work previously submitted to fulfill another academic requirement (e.g., paper or project submitted for another course).

— ◇ Upon admission to Penn College, students make the unqualified commitment to responsible, ethical academic conduct. Academic dishonesty, as defined above, is contrary to the mission of the College and to the best interest of its members. Therefore, **students are expected to represent themselves, their work, and the work of others with honesty and integrity.**

— ◇ Charges of academic dishonesty will be taken seriously. **Students found guilty of academic dishonesty will be subject to action and penalties as the circumstances justify, including suspension or expulsion from the College.**

PLEASE NOTE: A student who participates in these behaviors will be **immediately terminated from the Penn College NOW program,** may be prohibited from enrolling in future years, and **will be subject to grades of "F" or "W"** on their Pennsylvania College of Technology transcript.

It's always in your best interest to commit your time and effort to your coursework so that you get the best result. If you must drop a Penn College NOW course, however, here's what you need to know:

◇ Talk to your teacher and your school counselor about your options before you make the choice to drop the course or stay.

◇ **An "F" or a "W" in a Penn College NOW course is an "F" or "W" on an official college transcript.** Fs and Ws can affect your GPA and your ability to get financial aid once you enroll in college after high school.

◇ **If you want to withdraw from a Penn College NOW course, there are deadlines to remember.** Students can withdraw from a course before a certain point in the semester without academic penalty. After that point, there is no dropping allowed, and the grade earned is the grade on the student's official transcript.

Deadline	Year Long	Fall Only	Spring Only
Drop without a "W"	Nov. 5, 2021	Oct. 8, 2021	Mar. 4, 2022
Drop with a "W"	Mar. 25, 2022	Nov. 24, 2021	Apr. 29, 2022
No dropping allowed	After Mar. 25, 2022	After Nov. 24, 2021	After Apr. 29, 2022

◇ **Drop without a "W":** A student may drop a class without a "W" grade. The course will not be recorded on the transcript.

◇ **Drop with a "W":** A student may drop a class with a "W" grade. The "W" is recorded on the transcript.

◇ **No Dropping Allowed:** Students may no longer drop or withdraw; the final course grade will be recorded on the transcript.

- ◇ **If you move away from your district or CTC while taking a Penn College NOW class, you will be withdrawn from the course without penalty.**
  - ◇ The course will not appear on your official Penn College transcript.
  - ◇ Signatures from the high school teacher and Point of Contact are required to drop the course and verify your change in location.
- ◇ There are times when student behavior warrants immediate termination from the Penn College NOW program, and **Pennsylvania College of Technology reserves the right to remove students from the program in the following situations:**
  - ◇ Excessive absences, even due to medical and/or excused issues
  - ◇ Failure to demonstrate safe practices
  - ◇ Academic dishonesty
  - ◇ Improper use of Penn College technology and/or other resources
  - ◇ Disciplinary issues and/or improper student conduct

Accessing Penn College NOW grade(s)

1 Go to the Student Information System (pct.edu/sis) and log in.

If you have misplaced your username and/or password, please call the IT Service Desk at **570.329.4848** (M–F, 8 a.m.–4:30 p.m.; closes summer Fridays at 1 p.m.) for assistance.

2 On the left side of the page, click on **Academic Information**, and then **View Grades**.

3 Choose the appropriate semester and submit.

Requesting your Pennsylvania College of Technology transcript

1 Go to the Student Information System (pct.edu/sis) and log in.

If you have misplaced your username and/or password, please call the IT Service Desk at **570.329.4848** (M–F, 8 a.m.–4:30 p.m.; closes summer Fridays at 1 p.m.) for assistance.

2 On the left hand side of the page, click on **Academic Information**, and then **Request Transcripts.**

3 Fill out all information and submit.

PLEASE NOTE:

All transcript requests must come from the student. We will not release transcripts to parents or third parties without permission, except in the case of subpoena or law enforcement directive.

Telephone requests are not accepted.

All grade holds must be cleared from your record before transcripts will be released.

The Pennsylvania College of Technology has appointed Parchment, LLC as the designated agent for processing and sending official transcripts. If you are uncomfortable placing an order over the internet, you can call Parchment, LLC at 847.716.3005 to place your transcript order. Please be advised that there is an additional operator surcharge for placing orders over the phone.

PENN COLLEGE NOW

Tomorrow in Motion

Penn College NOW courses not only introduce you to future career possibilities. They directly translate into real college credits that can be applied to 100+ hands-on majors at Penn College.

Imagine starting your first semester with a handful of credits to your name. Thanks to the free Penn College NOW credits you're taking, you can reduce your total course load and save on tuition while you're at it.

The best part? Penn College is designed for outcomes. The skills you learn, and the tools and tech you master are exactly what employers need and want. Plus, all of the hours spent training in specialized labs and perfecting your craft will pay off. The 96.2% graduate placement rate is proof.

So whether your heart is set on healthcare or you dream of owning a business, your path to a future made by hand is here. And it all begins with a few Penn College NOW credits. Get started at **pct.edu/academics**.

FIND YOUR PATH

MAP YOUR FUTURE

PENNSYLVANIA COLLEGE OF TECHNOLOGY

K-12 OUTREACH

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Pennsylvania College of Technology
A Penn State Affiliate

Penn College operates on a nondiscriminatory basis.